



"A key to a vital life is an eagerness to learn and a willingness to change."

Purchasing Update

Division of Purchasing, Idaho Department of Administration
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Successful Vendor Fair

On November 4, 2003 the Division of Purchasing held its 2nd Annual Idaho Public Purchasing Vendor Fair at the DoubleTree Riverside Hotel in Boise. The purpose of this event was to bring together our contractors and other key businesses with state and public agency buyers for the purpose of interacting and sharing information, gaining additional product knowledge, and discussing available contracts and services.

32 vendors participated in the fair. Approximately 100 state, city, county, school district, and other public agency personnel attended this year's event. State buyers from as far away as Pocatello and St. Anthony were in attendance. While this was a relatively small event, as vendor fairs go, it brought together all the right people and feedback from vendors and attendees indicate it was a very productive day.

The highlight of the event was a presentation on ethics by Mr. Bill von Tagen of the Attorney General's Office. In addition to a lively and informative presentation on this timely subject, Bill told us about a publication available on the AG's web site, the Idaho Ethics in Government Manual. It can be accessed thru this link:

<http://www2.state.id.us/ag/manuals/ethicsingovernment.pdf>

This publication focuses on the statutes that govern the ethical behavior of public officers and

ensure that public officials remain public servants. It is a "must read" for all state buyers.



One of the more popular booths at the fair featured electronic purchasing. The Division of Purchasing contracts with Sicommet to provide this service application. Their demonstrations received much attention, not only from state personnel but also from the other vendors present.





Publications



The following publications have been revised and are now available on the purchasing web site:

- ❑ *Guidelines for Writing Effective Specifications* - Revised October 2003
- ❑ *Understanding & Applying the Idaho Reciprocal Preference Law* – Updated November 2003

To access these publications go to: <http://www2.state.id.us/adm/purchasing>, Click on Agency Info, scroll down and click on Publications.

On The Move

Scot Maring, former Office Specialist at the Division of Purchasing, is now serving as Administrative Assistant at the Dept. of Administration, Division of Information Technology and Communication Services.

Clarke Camenga, the Division of Purchasing Program Information Coordinator (and clerical supervisor, IT support, telephone support, web support, lifts heavy boxes, leaps tall buildings in a single bound), will become the new Buyer for the Department of Lands. It's out of the pan and into the fire for Clarke.

Prompt Payment



The subject of when payment to a contractor is due keeps coming up. It all depends upon the terms and conditions of the contract. The following explanation will help you understand when payments are due.

When are payments due to a contractor – 20, 30, 60, 90 days?

In most cases the contract will specify when payment is due in the Special Terms and Conditions. If it does not, the terms found in Idaho Code 67-5735 apply. Those payment terms (see below) allow a total of 20 days after receipt of property (10 days for the agency to process the paperwork and 10 days for the SCO to process the payment). Some would point to Idaho Code 67-2302 that states payment is due in 60 days (see below). But, I.C. 67-5735 exempts contracts done by purchasing from I.C. 67-2302 and establishes a new timeframe of 20 days. It also allows for another period of time to be established in the contract terms.

Since most all contracts issued by a department are done so under delegated authority from the Division of Purchasing, they are thereby considered to be “let or entered into by or through the Division of Purchasing” and subject to I.C. 67-5735.

Failure to make prompt payment allows the contractor to charge the agency a late fee interest rate established in I.C. 63-3045 (not to exceed 2%).

67-2302. PROMPT PAYMENT FOR GOODS AND SERVICES. (1) It is the policy of this state that all bills owed by the state of Idaho or any taxing district within the state shall be paid promptly. No state agency or taxing district supported in whole or in part by tax revenues shall be exempt from the provisions of this section, except as provided in subsection (20).

(2) All bills shall be accepted, certified for payment, and paid within **sixty (60) calendar days of receipt of billing**, unless the buyer and the vendor have agreed by a contract in place at the time the order was placed that a longer period of time is acceptable to the vendor.

67-5735. PROCESSING -- REIMBURSEMENT OF CONTRACTOR. Within **ten (10) days after the property acquired is delivered** as called for by the bid specifications, the acquiring agency shall complete all processing required of that agency to permit the contractor to be reimbursed according to the terms of the bid. Within ten (10) days of receipt of the documents necessary to permit reimbursement of the contractor according to the terms of the contract, the state controller shall cause a warrant to be issued in favor of the contractor and delivered. **Contracts let or entered into by or through the division of purchasing are exempt from the provisions of section 67-2302, Idaho Code;**

provided, however, that late contract payments may be assessed interest by the vendor at the rate set forth in section 63-3045, Idaho Code, **unless another rate is established by contract.**



Training Opportunities

The Division of Purchasing is offering the following seminars in Boise in 2004:

February 26, 2004 - Introduction to Idaho Public Purchasing

March 25, 2004 - Guidelines for Developing and Evaluating a Request for Proposal

April 22, 2004 - Writing Effective Specifications

Registrations are now being accepted for these seminars. For more information and to register online go to: <http://www2.state.id.us/adm/purchasing/training.htm>

These same seminars will also be offered in Northern and Eastern Idaho in the Spring (May/June). When available, an announcement will be made in this newsletter and on the purchasing web site.

Next Workshop

The next Purchasing Workshop for the Boise area will be Tuesday, **January 27, 2004** at the Department of Transportation Auditorium, 3311 W. State St., Boise. 9 AM to Noon. This workshop will include a demo of PC Carbook, the tool used to custom configure vehicles prior to ordering from State contracts, and explain how to order from the various cell phone contracts.



Contract Updates

PLASTIC BAGS AND LINERS - Contract SBPO1146 has been awarded to Unisource Worldwide for all three delivery areas of the state. These contracts replace one held by Unisource for Areas A and B and Gem State Paper for Area C. Note: Gem State Paper no longer holds a state contract for this item. The contract pricing will be effective October 22, 2003 for Areas A & B and effective October 29, 2003 for Area C. There may also be some minor stocking issues in Area C (Eastern Idaho) as this contractor has not previously had the contract. Prices for the new contract **DECREASED** by varying amounts, but averaged a minimum 20% decrease.

EMPLOYEE APPRAISAL SOFTWARE - Contract SBPO111 with Success Factors, Inc. has been renewed for another year effective December 31, 2003. The contract is posted on the purchasing web site as **Performance Management Program Software**.

OFFICE FURNITURE - The following new contracts with Intermountain Design, effective August 31, 2003, extend their respective old contracts for one additional year. Prices increased 2.6% from the previous price list dated September 1, 2002.

SBPO1154 replaces SBPO1062 - Zone 2

SBPO1155 replaces SBPO1063 - Zone 4

SBPO1156 replaces SBPO1064 - Zone 5

OFFICE FURNITURE - ZONE 6 - Contract SBPO1157 with Boise Cascade Office Products, Inc., effective August 31, 2003, replaces Contract SBPO1062. Prices on some, but not all items, increased effective with the extension.

ANTIFREEZE - Effective October 22, 2003, three contracts for a two year period have been awarded for Antifreeze. The contract minimum order for prepaid shipment is 12 one-gallon containers or one 55-gallon drum. Awarded contracts are:

Area A - SBPO1151 - A&I Distributors, Billings, Montana with an Otis Orchards, Washington warehouse.

Area B - SBPO1152 - Brico of Idaho, Inc., Twin Falls, Idaho, with warehouses in Boise, Mtn. Home, Hailey, Twin Falls, and Mackay

Area C - SBPO1153 - Horkley Self Service, Rexburg, Idaho, with a warehouse in Rexburg, Idaho.

INDUSTRIAL SUPPLIES & MAINTENANCE ITEMS - Effective December 1, 2003, Contract SBPO1161 with W.W. Grainger, Inc. (old contract SBPO1056) was renewed for another year through November 30, 2004.

AMMUNITION - Effective December 18, 2003, the following contracts for Ammunition were renewed for another year through December 17, 2004.

SBPO1158 - The Hunting Shack, Inc., replaces Contract SBPO1072

SBPO1159 - Territorial Supplies, Inc., replaces Contract SBPO1073

BPO1160 - Salt Lake Wholesale Sports - replaces Contract SBPO1074

PRINTED LETTERHEAD AND MATCHING ENVELOPES - Effective October 1, 2003, a new contract, SBPO1145, was awarded to Printworks Company (formerly Copy Express). Additionally, an on-line form for creating printing orders is available on our website.

FUEL MANAGEMENT SERVICE AND FUEL DISTRIBUTION CARD - Effective February 4, 2004, Contract SBPO1171 with Wright Express Financial Services Corporation (old contract SBPO1091) is renewed for another year through February 3, 2005.

IDANET TELECOMMUNICATIONS SERVICES - Effective November 10, 2003, a five year contract running through November 9, 2008 for IDANET Telecommunications Services was awarded to Quest Corporation. This contract provides for implementation of the State's digital broadband initiative

to establish a single, consolidated network under a single administrative domain that is shared by the State in order to conduct state business. This single, consolidated network is a collection of telecommunications services, State-acquired equipment, components, maintenance agreements, staff, process and procedures that allow for the easy flow of data and use of information technology resources.

ANTI VIRUS SOFTWARE LICENSES - Effective September 26, 2003, Contract SBPO1167 with Symantec Corporation (old contract SBPO1083) was extended for another year through November 3, 2004. Effective November 3, 2003, the contract was also amended to include a new Government Alliance Program Master Contract document. Orders against this contract may be placed with ASAP Software Express or Computer Technology Group (CTG).

PAPER & PLASTICS PRODUCTS - Effective December 22, 2003, Contract SBPO1119 was amended to extend the contract for six months through June 21, 2004.

XEROGRAPHIC AND TRUE BOND PAPER - Effective December 11, 2003, the following contracts were extended for three months to expire March 10, 2004.

Area A - SBPO1084 - Boise Cascade Office Products

Area B - SBPO1085 - Xpedx

Area C - SBPO1086 - Boise Cascade Office Products

Additionally, Contract SBPO1085 with Xpedx was amended effective October 31, 2003 to reduce the prices for Item 1, Xerographic Dual Purpose Bond. The prices for this item only were reduced by 3%.

VEHICLE CONTRACTS - Effective October 31, 2003, various contracts for vehicles for use by state and public agencies were awarded. Agencies should note that orders must be placed with the contractor for the lowest priced comparable model, unless a justification for a higher priced vehicle accompanies the ordering agency's item request. This requirement for the lowest priced comparable model means the state agency must consider the net base cost of vehicle plus all desired optional accessories, any additional dealer delivery costs, and operating costs based upon the cost of fuel necessary to drive 80,000 miles using the vehicle's EPA (City) MPG and a fuel price of \$1.75 per gallon.

SBPO1162 - Petersons Stampede Dodge - Dodge vehicles

SBPO1163 - Larry Miller Ford - Ford vehicles

SBPO1164 - Tyler & Kelly Trademark Motors, Inc. - Chevrolet vehicles except Pickups in Area B

SBPO1165 - Chevrolet of Boise - Chevrolet Pickups, Area B only

SBPO1168 - Alpine Motors Co. Inc. - GMC vehicles - Pickups and Vans, Area A only

SBPO1169 - Dennis Dillon Auto Park - GMC vehicles Areas B and C